



### **Job Opportunity:**

Title: Program Coordinator  
Location: Boston, MA. Some regular in-person work will be required and some remote work is possible  
Position: Full-time; three-month probationary period; at least one year commitment expected  
Salary: \$52,000 - 62,000/year depending on experience  
Benefits: Full health benefits and retirement plan through a union contract  
Date posted: November 2021  
Start date: January 3, 2022 or sooner; open until filled; applications considered on a rolling basis  
EEO: Women, people of color, and LGBTQ people encourage to apply  
Contact: Send cover letter and resume to Sarah Jimenez at [sarah@massclu.org](mailto:sarah@massclu.org)

### **Responsibilities:**

- Refine and implement existing outreach and recruitment strategy for target program participants. Connect and coordinate with partner unions, community-based organization, and workforce training programs, including some in-person attendance of union and apprenticeship events.
- Contact families seeking child care and provide orientation. Serve as the liaison between families and child care providers. Maintain regular communication with families throughout the process to identify and match them with family child care providers that meet their child care needs. Identify the needs families have that are beyond the scope of the Pilot.
- Recruit family child care providers interested in the pilot and provide orientation. Help providers meet the needs of participating families.
- Maintain a database of participant information. Track outreach metrics. Document participant experience. Collect and monitor data for program evaluation.
- Meet weekly with senior program staff to report on operations, troubleshoot challenges, and identify strategies to refine program operations and structure.

### **Qualifications:**

- Commitment to social justice and agreement with program's mission and goals
- Self-motivated, proactive, takes initiative to identify problems and implement solutions
- Excellent oral and written communication skills
- Bilingual in English and Spanish required
- Excellent task management skills, attention to detail; ability to meet deadlines
- Ability to work well with diverse groups and populations
- Knowledge of software applications (Google Drive/Documents/Sheets, Gmail/Google Calendar, Airtable)
- Experience or knowledge of family child care and/or child care policy desired but not required

### **About Community Labor United:**

Community Labor United (CLU) convenes coalitions of community-based and labor organizations to drive strategic campaigns that protect and promote the interests of multi-racial working class communities in Greater Boston and across Massachusetts. Through collaborative research, leadership development, and organizing, CLU works to unite our organizations and communities around a collective plan of action to advance our common vision and agenda for a just and sustainable future.

**About Care That Works:**

The Care that Works (CTW) coalition, convened by Community Labor United, includes community-based groups and labor unions united to fight for an equitable child care system centered on the needs of the multi-racial working class and the diverse child care workforce. Partner organizations include Building Pathways, Brookview House, New England United for Justice, SEIU Local 509, Matahari Womens' Worker Center, Policy Group on Tradeswomens' Issues, UAW Local 1596, North Atlantic States Regional Council of Carpenters, and BEST Hospitality Training.

**About the Care That Works Pilot:**

Care That Works recently launched a nonstandard hour child care pilot program in Boston to model our vision of a child care system that works for working people. The program enables parents of young children to be successful in pursuing careers with work hours outside 9 to 5 by eliminating one of the major barriers: affordable child care during nonstandard work hours.

We have developed a network of licensed family child care providers (members of SEIU Local 509) in Boston who will open as early as 5am to accommodate families who work in industries with nonstandard schedules (such as construction and hospitality) and those who want to gain access to careers in those industries. The pilot program uses an online platform, Carina Care, to connect families with providers looking for high-quality child care in their area.